

# Written Claim for Workers Compensation

In order to protect your rights for possible future workers compensation benefits, **a written claim must be filed with your employer** within 200 days after one of the following:

- The date of accident,
- The last compensation paid or
- The last approved medical treatment.

**An accident report filed with the Division of Workers Compensation IS NOT a written claim.**

## To file a written claim with your employer:

### In-person:

Complete the **bottom half** of this form and give to your employer. Have employer complete and sign the **top half** as acknowledgement of receipt of your written claim – keep for your records.

### By mail:

Complete **bottom half** of form and mail to your employer by certified mail, return receipt requested.

## Employee's Receipt

**ATTENTION:** This receipt is for employee's records. **Do not send to the Division of Workers Compensation.**

I hereby acknowledge receipt of written claim:

Employer's Signature \_\_\_\_\_ Date Received: \_\_\_\_\_

Employee's name: \_\_\_\_\_

Date of alleged accident: \_\_\_\_\_

(For Employee's Records)

(For Employer)



# Written Claim for Workers Compensation

Date: (month/day/year) \_\_\_\_\_

To (employer): \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

You are herewith informed that I claim compensation in accordance with the Workers Compensation laws of Kansas by reason of an accident which arose out of and in the course of my employment with you on or about (date: month/day/year) \_\_\_\_\_

Signature (worker making claim): \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**EMPLOYER INSTRUCTION:** Please forward this claim to your workers compensation insurance carrier or to your self-insurance claim processing office.

### Federal Privacy Act Disclosure Section 7(a)(2)(B)

The mandatory requirement that social security number be included in forms filed with the Division of Workers Compensation is permitted by Section 7(a)(2)(B) of the Federal Privacy Act of 1974, since our regulations which require its disclosure were in existence before January 1, 1975. The number is used as a means of identifying all the various records in the Division of Workers Compensation pertaining to an individual.

The use of social security numbers is made necessary because of the large number of applicants who have similar names and birth dates, and whose identities can only be distinguished by the social security number.